



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

INTERNAL JOB POSTING

POSITION: Assistant Township Engineer
POSTING DATE: 10/11/2021
CLOSING DATE: 10/25/2021 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Director of Municipal Services
UNION AFFILIATION: Non-Union
SALARY RANGE: Grade R: Minimum: \$77,539.88 / Maximum \$127,402.96
WORK SCHEDULE & HOURS: Monday to Friday – 9:00 AM – 5:00 PM and as directed by Director of Municipal Services; some evening meetings required

Assistant Township Engineer to assist the Township Engineer in the planning, organizing, directing, coordinating, controlling, designing, preparing, and completing of various comprehensive engineering projects, programs and activities for the Township, including but not limited to, the following:

- Responsible for the Supervision and the Management of Capital Road, Drainage, Sanitary Sewer and Sidewalk Improvement Projects. Preparation of Plans and Specifications for Capital Projects, including estimate of construction costs.
- Review and inspection of Drainage Complaints received from residents. Contact and meet with residents to discuss their concerns and provide response in writing. Ability to address and resolve resident issues. Maintain log of all drainage complaints; provide input for budget and Manage Capital Drainage Projects.
- Responsible for performing work done in conjunction with the review of subdivision and site plan applications, including planning studies, layout and design, permits and construction tracking. Review all field changes required during construction. Familiar with New Jersey Residential Site Improvement Standards and New Jersey Department of Environmental Protection Land Use Permits.
- Prepare and maintain all Sanitary Sewer Records, Plans, Specifications and As-built Plans. Maintain logs of Public Works sewer utility work performed on all Township owed lines.
- Be familiar with various outside agency regulations and requirements including NJDOT Municipal Aid projects, NJDEP Land Use, etc. Knowledge of stormwater management design and regulations including County and Soil Conservation District.
- Possess the ability to find solutions to design issues regarding site constraints, applicable regulations, budgets and scheduling.
- Providing technical assistance to other Departments by assisting with preparation and maintenance of municipal maps, record drawings and other official records; and preparation of resolutions, ordinance amendments and reports for presentation at Township Council meetings;
- Assumes the duties of the Township Engineer in his/her absence;
- Other duties as may be required.

MINIMUM REQUIREMENTS

1. New Jersey Licensed Professional Engineer
2. BSCE Degree; ABET accredited program
3. Excellent verbal and written communications skills required
4. Computer and CAD literate
5. Office and project Management skills and experience
6. Demonstrated experience in Municipal Engineering for at least last 5 years or equivalent
7. Other duties as assigned and/ or deemed necessary by Director of Municipal Services

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
- **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf.

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 10/25/2021. Please put "Assistant Township Engineer" in the subject line of the email.**

AN EQUAL OPPORTUNITY EMPLOYER